



Facility Management

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DATE 05-01-96

POLICY NUMBER 05-92

SUBJECT: OFFICE SPACE FOR STATE AGENCIES AND DEPARTMENTS

POLICY STATEMENT

The Office of Management and Budget is responsible for the assignment of office space within the Capitol Complex. When space is not available in the Capitol, it becomes necessary to lease or rent additional space in buildings located off the Capitol grounds. All leases for office space off the Capitol grounds must pass through the Office of Management and Budget for approval and also must be reviewed by the Attorney General's office to determine that there are no legal deficiencies with the lease or rental agreement. The Office of Management and Budget has a list of office space within the Bismarck/Mandan area that is currently leased by state agencies and departments.

It is the position of the Office of Management and Budget that any agencies needing additional office space outside the Capitol Complex must first review the various locations currently being rented and attempt to secure rental space with other existing units of government prior to securing new location that do not house state agencies.

It is the intent of this policy to collocate agencies within the same building which will help to ensure efficiency and shared services between units of state government. It is the goal of the Office of Management and Budget to limit the number of locations for state offices in rental space to help individuals who need the services of these agencies and departments affected.

Once an agency has decided on a facility to locate its office, the standard lease form provided by the Office of Management and Budget must be presented to the owner/landlord for their review and approval. This standard lease will be the basis for all leases or rentals. Amendments or special additions may be identified in the lease and added to it if they are relevant to the function of the agency or specific services being provided by the landlords. Once the lease has been signed by the Attorney General's Office and the Office of Management and Budget it is then returned to the agency for its signature. One copy of the lease with all signatures must be retained in the Office of Management and Budget.

The only agencies and institutions that do not come under the guidelines and procedures are the institutions under the North Dakota University System, the Adjutant General, and the Department of Transportation and storage space for field engineers and maintenance crews. All other state agencies and departments must follow the standard leasing policies as provided by the Office of Management and Budget.

